

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT**

NTL No. 2018-N02

Effective Date: February 8, 2018

NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND
SULPHUR LEASES ON THE OUTER CONTINENTAL SHELF

[Performance Measures for OCS Operators and Form BSEE-0131](#)

Authority

In accordance with 30 CFR 250.1929, you must submit Form BSEE-0131, Performance Measures Data, by March 31st of each year, reporting the previous calendar year's data.

Purpose

This Notice to Lessees and Operators (NTL) supersedes NTL 2016-N02. The purpose of this NTL is to provide:

- Notification of the availability of a new electronic collection method for submitting Form BSEE-0131, Performance Measures Data;
- Directions to the BSEE OCS Performance Measures website, where you can obtain Form BSEE-0131 and instructions on how to fill out the form, how to submit it, and more information about the OCS Performance Measures Program;
- Clarification on how to report hours worked by company and contractor personnel on completing Form BSEE-0131; and
- Contact information for submission of Form BSEE-0131.

Electronic Collection Now Available

In an effort to make the BSEE OCS Performance Measures data collection program more efficient, BSEE developed a software application that accepts electronic versions of Form BSEE-0131. This new application, called **Performance Measures Data**, resides in BSEE's Technical Information Management System (TIMS) Web, and can be found here: <https://timsweb.bsee.gov/>. BSEE TIMS is the Bureau's core mission application for planning, permitting, and reporting functions; it provides the tools to manage the wide array of data and information needed to accomplish the Bureau's day-to-day mission requirements effectively. TIMS Web is the industry's portal for electronic submission of documents and data to BSEE.

The new Performance Measures Data application enables the user to enter data into an online Form BSEE-0131, save and submit the data, and keep track of previous submissions. The data collected online are the same data that are collected with the PDF and paper versions of the form. BSEE will continue to accept PDF and paper versions of Form BSEE-0131 if an operator prefers not to use the electronic form.

Please refer to the BSEE OCS Performance Measures website (<https://www.bsee.gov/resources-and-tools/compliance/safety-and-environmental-management-systems-sems/ocs-performance-measures>) for important information, including:

- Instructions for using the new Performance Measures Data application in TIMS Web and a link to the application;
- A PDF template of Form BSEE-0131;
- Contact information for asking questions as well as instructions for email, mail, and fax submissions; and;
- Historical OCS Performance Measures data.

You must submit your data using the current version of Form BSEE-0131, which is available in the new application and posted on the BSEE OCS Performance Measures website listed above. The form collects data from the prior calendar year.

Clarification on How to Report Hours Worked

Sections E and F on Form BSEE-0131 are for reporting hours worked by company and contractor personnel, respectively. This value is the number of **actual hours worked** during the calendar year on the OCS by **production, drilling, and construction** operations employees assigned to an operator's OCS locations. Transportation hours worked (pilot hours, employee being transferred from base to facility and back, transportation of materials/equipment/supplies, etc.) should include all time worked regardless of location (excluding office staff and management), but should be allocated among multiple operators (if the services are shared), and distributed among the categories identified in boldface above. Do not include hours for which the employee is off-work or sleeping. Therefore, record hours on a 24-hour basis only in the unusual event that an employee works through a full day.

Submission Information

Although online submission via TIMS Web is now the preferred method, you may still email, mail, or fax the completed form to:

- email: SEMS@BSEE.gov
- Mail: Bureau of Safety and Environmental Enforcement
ATTN: Gabe Durand
45600 Woodland Road, MS VAE-ORP
Sterling, VA 20166
- Fax: (703) 787-1093

Guidance Document Statement

BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify or provide more detail about certain regulatory requirements and to outline the information you must provide in your various submittals.

Paperwork Reduction Act of 1985 Statement

